



North Carolina Department of Human Resources
Division of Social Services

Performance Management Section • 325 North Salisbury Street
2415 Mail Service Center • Raleigh, North Carolina 27699-2420
Courier # 56-20-25

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

June 8, 2011

RE: County Holiday Schedule

Dear County Director of Social Services:

Please indicate on the attached sheet your county's holidays or days your agency will be closed all day for business from January 1, 2012 through December 31, 2012. This information is critical to ensure automated notices to recipients reflect the correct ten business days for the appeal period. Once automated notices are mailed with calculated appeal dates, the State cannot retroactively change county holiday schedules. Changes to the holiday schedule must be submitted to the State DSS 30 calendar days prior to the requested day to be changed. This will ensure that dates for automated notices and application reports are calculated correctly. Please fax the completed attachment to Wayne Chaison at (919) 334-1052 or email to Wayne.Chaison@dhhs.nc.gov by August 31, 2011.

In previous years, some counties were unable to comply within the requested time frame because holidays had not been approved by their county commissioners. If this is the case, please indicate by August 31, 2011, when this information will be made available. The State holiday schedule will be used for your county until the county's holiday schedule is received. For your convenience, the holiday schedule for the State Office is attached.

Thank you for your cooperation in this matter. If you have any questions, please contact Wayne Chaison at (919) 733-8938.

Sincerely,

A handwritten signature in cursive script that reads "Thelma Hassell".

Thelma Hassell, Supervisor
Information Support Unit
Performance Mgmt/Reporting & Evaluation Mgmt Section

TH/wc
Attachments
PM-REM-05-2011

COUNTY _____

**HOLIDAYS OR DAYS AGENCY WILL BE CLOSED FOR BUSINESS FROM
JANUARY 1, 2012 THROUGH DECEMBER 31, 2012**

Please list each date separately. Give month and day.

HOLIDAY

MONTH AND DAY

Please fax by August 31, 2011 to:

**Wayne Chaison, Program Consultant
Information Support Unit
Performance Mgmt/Reporting & Eval Mgmt
Fax Number: (919) 334-1052**

**NC Department of Health and Human Services
2012 Holiday Schedule**

| Holiday | Observance Date | Day of Week |
|-----------------------------------|------------------------------|--------------------------------|
| New Year's Day | January 2, 2012 | Monday |
| Martin Luther King Jr.'s Birthday | January 16, 2012 | Monday |
| Good Friday | April 6, 2012 | Friday |
| Memorial Day | May 28, 2012 | Monday |
| Independence Day | July 4, 2012 | Wednesday |
| Labor Day | September 3, 2012 | Monday |
| Veteran's Day | November 12, 2012 | Monday |
| Thanksgiving | November 22 & 23, 2012 | Thursday & Friday |
| Christmas | December 24, 25, 26, 2012 | Monday, Tuesday & Wednesday |